



**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: <http://www.gsaadvantage.gov>

Schedule Title: HUMAN RESOURCES AND EQUAL EMPLOYMENT
OPPORTUNITY (EEO) SERVICE

Schedule No: 738 X

Product/Service Codes: R799

Contract Number: GS-02F-109AA

Contact Period: February 26, 2013 - February 27, 2018

Contractor Name: Family Endeavors, Inc.

Address: 535 Bandera Rd, San Antonio, TX 78228

Phone: 210-431-6466

Fax: 210-431-6442

Web: www.familyendeavors.org

Point of Contact: Travis Pearson

Phone: 210-431-6466

Email: tp@familyendeavors.org

Business size: Small Business

Duns #: 11-8914498

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at
<http://www.fss.gsa.gov>.

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CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1a. Table of Awarded Special Item Number (s):

SIN	595-28	Social Services, Professional Counseling and Veterans' Readjustment & Behavioral Health Services
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1b. Lowest Price:

SIN	595-28	Direct Care Staff	Hourly	\$28.72
		Day Shift 6:00AM - 6:00PM		

1c. Corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

See Labor Description Attach.

2. Maximum Order: SIN 595-28 \$1,000,000

3. Minimum Order Limitation: \$100.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Destination 48 Contiguous States.

5. Points of Production: USA

6. Discount from list prices or statement of net prices: SIN 595-28 5% *

* GSA VOLUME DISCOUNT

* At 250,000 of sales the discount offered increases from the base of 5% to 7%

* At 500,000 the discount offered increases from 7% to 8%

* At 750,000 the discount offered increases from 8% to 9%

7. Quantity/Volume Discounts: N/A

8. Prompt Payment Terms: Net 30 days

9a. Government purchase cards are acceptable.

9b. Government purchase cards are acceptable.

10. Foreign Items: N/A

11a. Time of Delivery: 30 Days ARO

11b. Expedited Delivery: Contact Contractor

11c. Urgent Requirements: Contact the contractor for urgent requirements.



12. F.O.B. Point(s): Destination

13. Ordering Address: 535 Bandera Rd, San Antonio, TX 78228

14. Payment Address: 535 Bandera Rd, San Antonio, TX 78228

15. Warranty Provision: Standard Warranty.

16. Data Universal Number System (DUNS) number: 11-8914498

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card acceptance: No discount offered

18. Terms and conditions of rental, maintenance and repair: Not applicable

19. Terms and conditions of installation: Not applicable

20. Terms and conditions of repair parts indicating date of parts price list and discounts: Not applicable

20a. Terms and conditions of any other services: Not applicable

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Preventative maintenance: Not applicable

24a. Special Attributes: Not applicable

24b. Section 508 Compliance: Not applicable; however, the EIT standards can be found at www.section508.gov

25. Data Universal System (DUNS) number: 11-8914498

26. Central Contractor Registration database: Registered.

GSA PRICE LIST

SIN(s) PROPOSE	SERVICE(s) PROPOSED (e.g. Job Title/Task)	EDUCATION/ CERTIFICATION LEVEL	YEARS EXP.	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE TO GSA (including IFF)
595 28	Direct Care Staff Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, High School Diploma.	2	Hourly	\$28.72
595 28	Direct Care Staff Night Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, High School Diploma.	2	Hourly	\$33.50
595 28	Child Care Staff** Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, High School Diploma.	2	Hourly	\$28.72
595 28	Child Care Staff** Night Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, High School Diploma.	2	Hourly	\$33.50
595 28	Direct Care Supervisor I Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, minimum High School Diploma.	3	Hourly	\$43.07
595 28	Direct Care Supervisor II Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Has Crisis/Behavior Management Training, minimum High School Diploma.	5	Hourly	\$43.07
595 28	Multi-Site Supervisor Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, Bachelors Degree.	5	Hourly	\$43.07
595 28	Case Manager Day Shift 6:00AM - 6:00PM	Bachelors Degree in Human Services field, Crisis/Behavior Management Training.	2	Hourly	\$38.29
595 28	Intake Worker Day Shift 6:00AM - 6:00PM	High School Diploma, Crisis/ Behavior Management Training.	2	Hourly	\$43.07

595 28	Recreational Specialist** Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, High School Diploma.	2	Hourly	\$28.72
595 28	Recreational Director (Recreational Supervisor) Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, High School Diploma.	3	Hourly	\$43.07
595 28	Educational Assistants Day Shift 6:00AM - 6:00PM	First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, High School Diploma.	2	Hourly	\$28.72
595 28	Logistics Coordinator Day Shift 6:00AM - 6:00PM	High School Diploma	2	Hourly	\$43.07



LABOR DESCRIPTION

Direct Care Staff

Experience: This position represents at least two years of experience in residential or childcare/youth programs.

Education: First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, minimum High School Diploma is required.

Responsibilities: Attend and care for individuals, children, and families in evacuation or emergency shelters, schools, businesses, private households, and childcare institutions, and provide support and expertise in satisfying physical, emotional, intellectual, and social needs. A cleared Federal criminal and child abuse registry background checks.

- Organization of daily activities and outings, discipline, intellectual stimulation, language activities, and transportation. Direct Care Workers are certified in First Aid and CPR, Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Keep records, including daily observations and information about activities, meals served, and medications administered.
- Direct Care staff maintain a safe environment and support the individuals emotional and social development.
- Participates in morning and evening briefing sessions.

Child Care Staff

Experience: This position represents at least two years of childcare/youth services experience. Education: First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, minimum High School Diploma is required.

Responsibilities: Attend and care for children/youth 0-17 years old in evacuation or emergency shelters, schools, businesses, private households, and childcare institutions, and provide support and expertise to parents in satisfying children's physical, emotional, intellectual, and social needs. A cleared Federal criminal and child abuse registry background checks.

- Organization of play activities and outings, discipline, intellectual stimulation, language activities, and transportation. Child Care Workers are certified in First Aid and CPR, Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Childcare staff maintain a safe environment and support children's emotional and social development, Duties may include meal planning and preparation, Participates in morning and evening briefing sessions.



Direct Care Supervisor I

Experience: This position represents at least three years experience in residential or youth/childcare programs, with at least one of those years in a supervisory role.

Education: First Aid, CPR, Epi-pen certified. Has Crisis/Behavior Management Training, minimum High School Diploma.

Responsibilities: Plan, direct, coordinate and supervises the Direct Care/Childcare staff and centers or programs in evacuation or emergency shelters, schools, businesses, private households and other institutions. A cleared Federal criminal and child abuse registry background checks. Supervision of Direct care/Childcare staff.

Training, evaluating primary and supplemental staff, prepares and maintains attendance, activity, planning, accounting, or personnel reports and records for officials and agencies.

Ensures daily plans/activities occur according to schedule and in safe and appropriate manner.

Participates in morning and evening briefing sessions.

Direct Care Supervisor II

Experience: This position represents at least five years experience in youth/childcare or residential programs, with at least two of those years in a supervisory role.

Education: First Aid, CPR, Epi-pen certified. Has Crisis/Behavior Management Training, minimum High School Diploma.

Responsibilities: Plan, direct, coordinate and supervise the Direct Care/Child care staff and centers or programs taking place in evacuation or emergency shelters, schools, businesses, private households, shelters and other institutions. The positions may set care standards and goals, and help establish policies, procedures, and programs to carry them out. A cleared Federal criminal and child abuse registry background checks.

Supervision of Direct care/Childcare Supervisor I and/or Direct care/Childcare staff. Recruiting, hiring, training, supervising and evaluating primary and supplemental staff,

Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies.

- Responsibilities may also include determination of allocations of funds for staff, supplies, materials, and equipment, and authorize purchases.
- Participates in morning and evening briefing sessions.

Multi-Site Supervisor

Experience: Five or more years of management/supervisory experience, with at least 2 years in crisis management. This individual will possess excellent leadership skills combined with outstanding oral and written communication skills.

Education: First Aid, CPR, Epi-pen certified. Crisis/Behavior Management Training, Bachelors Degree.



Responsibilities: Has overall responsibility and supervision over Site Managers deployed in multiple locations such as evacuation/emergency shelters, schools, businesses, and other locations. This includes supervision, assessing and resourcing need, organizing personnel, and guiding the plan. The Multi Site Manager provides overall leadership to the deployed teams. A cleared Federal criminal and child abuse registry background checks.

Overall management of Site Operations Managers and deployed team

Assesses needs and develops strategy to meet the immediate needs of the individuals, children and families involved in the event.

Conducts/participates in morning and evening briefing sessions.

Coordinates resources, staff, supplies, transportation, between multiple locations

Provides continuous updates/information regarding staff activities

Case Manager

Experience: This position represents at least two years experience in providing case management services for youth, individuals, and families in crisis.

Education: Minimum of Bachelors Degree in Human Services field, Crisis/Behavior Management Training.

Responsibilities: Provide social services and assistance to improve the social and psychological functioning of children, individuals, and their families in times crisis and to maximize the individual and family's well-being. A cleared Federal criminal and child abuse registry background checks.

- Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems, to determine what services are required to meet their needs.
 - Interview individuals or family members to compile information on social, educational, criminal, institutional, or drug history.
 - Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.
- May assist clients in identifying and obtaining available benefits and social and community services. Serve as liaisons between students, homes, schools, family services, courts, protective services, doctors, and other contacts, to help families in crisis.
- Maintain case history records and prepare reports.

Intake Worker

Experience: This position represents at least two years experience in data collection and interviewing youth, individuals, and families in crisis.

Education: Minimum High School Diploma. Has Crisis/Behavior Management Training.

Responsibilities: Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing forms. May sort, classify, and file forms. A cleared Federal criminal and child abuse registry background checks.



Ask questions in accordance with instructions to obtain various specified information, such as person's name, address, age, next of kin, or state of residency.

- Compile, record, and code results or data from interview or survey, using computer or specified form.
- Contact individuals to be interviewed at home, place of business, or field location, by telephone, mail, or in person.

Identify and report problems in obtaining valid data.

Review data obtained from interview for completeness and accuracy.

Recreational Specialist

Experience: This position represents at least two years experience in implementing recreational plans and activities for youth, individuals, and families.

Education: First Aid, CPR, Epi-pen certified. Had Crisis/Behavior Management Training, and at a minimum High School Diploma.

Responsibilities: Conduct recreation activities with individuals, children, and families that are in evacuation/emergency shelters, childcare/youth programs, schools, private households or other institutions. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members. A cleared Federal criminal and child abuse registry background checks.

- Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies.
- Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment.
- Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary.
- Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.

Recreational Director

Experience: This position represents at least three years experience in recreational planning and coordination for youth and families, with at least one year in a supervisory role.

Education: First Aid, CPR, Epi-pen certified. Has Crisis/Behavior Management Training, minimum High School Diploma.

Responsibilities: Plan, direct, coordinate and/or supervise the recreational activities for individuals, families, and/or children in evacuation/emergency shelters, childcare/youth centers programs, taking place in schools, businesses, private households, shelters and other institutions. The positions may set care standards and goals, and help establish policies, procedures, and programs to carry them out. A cleared Federal criminal and child abuse registry background checks. Manage the daily operations of recreational facilities.

Recruiting, hiring, training, supervising and evaluating primary and supplemental staff,



Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies.

- Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies
- Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment.
- Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary.
- Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.

Educational Assistants

Experience: This position represents two or more years experience in providing educational instruction and support to youth.

Education: First Aid, CPR, Epi-pen certified. Had Crisis/Behavior Management Training and a minimum of a High School Diploma.

Responsibilities: Perform duties that are instructional in nature or deliver direct services to students or childcare/youth centers or programs, ages 0-17 taking place in evacuation/emergency shelters, schools, businesses, private households, and other institutions. A cleared Federal criminal and child abuse registry background checks.

Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips. Tutor and assist children individually or in small groups to help those master assignments and to reinforce learning concepts presented by teachers.

Enforce administration policies and rules governing students.

Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.

- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.

Discuss assigned duties with classroom teachers to coordinate instructional efforts.

Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.

Observe students' performance, and record relevant data to assess progress.

Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.



Logistics Coordinator

Experience: Two years logistical experience in a social service and crisis oriented setting.

Education: Minimum high school degree plus two years experience.

Responsibilities: Identify and coordinate needs for: staffing, supplies, scheduling, distribution, customer service, and/or planning services for supporting in evacuation or emergency shelter. A cleared Federal criminal and child abuse registry background checks. Station in the command center with other agency liaisons.

Consolidate and report information from various entities providing services at the significant event. Assist in identifying staff needs and fulfilling those needs

Assist in identifying any logistical needs such as supplies, transportation, lodging, communication, technology etc., and then sourcing a plan to meet those needs.

- Expected to anticipate needs before they are identified or reach crisis level, and have a plan in place to meet those needs.

Maintain accurate census.

Ensure staff rosters have cleared background checks and match with cleared personnel lists

Administrative Assistant

Experience: Two years clerical experience in a social service setting.

Education: Minimum of a high school diploma.

Responsibilities: Serves as clerical support as assigned in accordance with the office procedures of shelters and other establishments. Provides administrative and logistical support to Site Supervisors and Directors, Case Managers, Intake Workers, and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing. A cleared Federal criminal and child abuse registry background checks Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Answer telephones, direct calls, and take messages.

Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.

Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.

Compile, copy, sort, and file records of office activities, business transactions, and other activities. Compute, record, and proofread data and other information, such as records or reports.

Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.

Complete work schedules, manage calendars, and arrange appointments.

Review files, records, and other documents to obtain information to respond to requests

**Courier/Driver**

Experience: Minimum of two years experience in transporting and deliveries.

Education: Minimum High School Diploma, and a CDL.

Responsibilities: The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. A cleared Federal criminal and child abuse registry background checks.

- Load vehicles with listed goods, ensuring goods are loaded correctly and taking precautions with hazardous goods.

Unload and sort items collected along delivery routes.

Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person.

Plan and follow the most efficient routes for delivering goods.

Deliver messages and items, such as documents, and packages, between establishment departments, and to other establishments and private homes.

Sort items to be delivered according to the delivery route.

Record information, such as items received and delivered and recipients' responses to messages.